



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890621-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6/15/89	1. Agency Address Georgia Bureau of Investigation P.O. Box 370808 Decatur, GA 30037-0808	Application Number 89-066	Date Received JUN 21 1989
Application Number		Date Completed AUG 17 1989	
2. Person to Contact J. T. Duff		Working Title SAC, Intelligence	
		Telephone Number 244-2554	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1986		5. Records Series Title (followed by title used in office, if different) Missing Children Files	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Intelligence Unit is responsible for the investigation of missing children throughout the State of Georgia. It also assists agencies for other states with missing children thought to be in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documentation of all investigative leads that were generated in the case. Included are: Missing Children Information Center form Photographs Summaries of investigative action Closing synopsis <i>see attachments #1, #2 and #3</i> File is arranged: Alphabetical (by surname) <i>of missing child.</i>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Occasionally if a runaway leaves home again.			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Current accumulation- 2 cubic feet			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of _____ series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. 49-5-40 All laws governing the release of information reference juveniles.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each: when case is closed, cut off then,
☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____

- ☒ Hold in the current files area _____ month(s) 1 year(s) ~~XXXXXX~~ or until case closed, then
☐ Transfer to local holding area, hold _____ year(s); then
☒ Transfer to State Records Center; hold 9 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

See Attachments #1, #2, and #3

Permission to revise application granted by Margaret Torok, GBI Records Mgt. Officer in "site visit meeting" held July 6, 1989. NRF

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert Hamrick</i>	6/15/89	<i>Margaret A. Torok</i>	6/12/89
89-066		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	8-17-89
890621-01		Secretary of State/Designee	8/16/89
		GOVERNORS Attorney General/Designee	8/17/89